3.26-97-265

APPROVAL REQUEST

## 'n

1222

STD. 72 (REV. 7-92) FMC		(1) DEPARTMENT, BOARD OR COMMISSION	MISSION	Water & Env Mor
		DIVISION, BUREAU OR OTHER UNIT	SION, BUREAU OR OTHER UNIT Drinking Water Technical Programs Br. Drinking Water Field Operations Branch - Headquarters	<u>lcal Programs Br.</u> - Headquarters
Submit three copies Records Retenti	Submit three copies with three copies of the Records Retention Schedule, STD. 73.	ADDRESS 601 North 7th St	RESS North 7th Street, MS 92, Sacramento, Ca 95814	, Ca 95814
TO: DEPARTMENT OF OFFICE OF INFO	TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE BOX: (2) New schedule of recor	н <u>е а</u> ррноряците вох: New schedule of records that have never been scheduled. <i>(Complete boxes 5 - 8.)</i>	omplete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (o	1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) $\boxed{\mathbb{X}}$ Revising a previous schedule. (Complete $t$ (A new approval number will be assigned.)	Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.)	
(916) 445-2294 or	(916) 445-2294 or CALNET 485-2294	(4) Amending some pages (The original approval	Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	æs 8 - 12.)
	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
NEW SCHEDULE INFORMATION (If applicable)	254	11/12/96	<del>ја</del> W	429
Particle Schedul	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
INFORMATION (If applicable)	151	88-99	2-24-88	To
PART I AGENCY STATEMENTS	ATEMENTS		- LAAVANA LAHOMININA LAAVANA LAHOMININA LAAVANA LAHOMININA LAAVANA LAHOMININA LAAVANA LAHOMININA LAAVANA LAHOMININA LAAVANA LA	
THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAM				

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for

3 SIGNATURE-9 MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS much Clifford A. Sharpe <u></u> . E TITLE Chief (15) 3/11/97

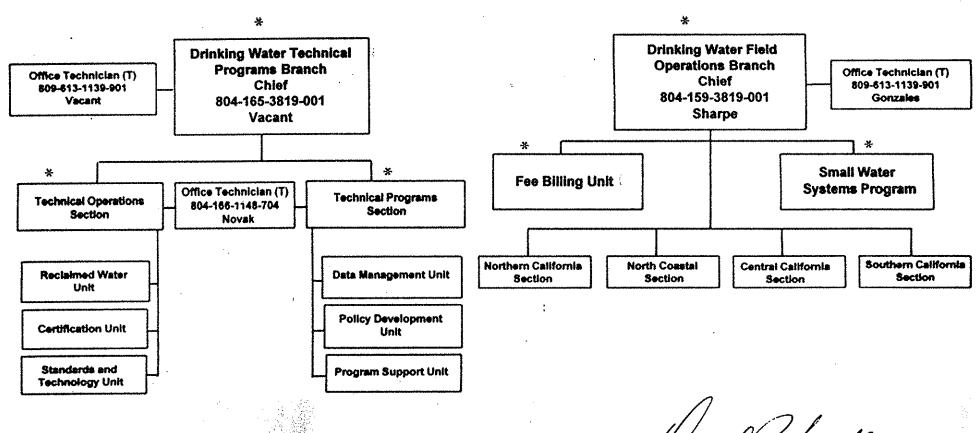
In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

	(28) DATE SIGNED 1897	(27) SIGNATURE-CHIEF OF ABBUNES AND
	ary of	Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)
	state	<sup>(25)</sup> Contains no material subject to further review by the California State Archives
		THE ATTACHED RECORDS RETENTION SCHEDULE:
	1755)	PART III ARCHIVAL SELECTION (Per Government Code Section 14755)
	(24) DATE SIGNED	Records Management Consultant
SER.	(22) APPROVAL NUMBER	2) SIGNATURE—OIS CONSULTANT H. J.,
le Section 14755)	Government Cod	PART II DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)
	323-4230	Joan M. Hironaka
Chief, Records Management	Chief, Rec	a for m Human
	(17) TILE	(16) SIGNATURE-RECORDS MANAGEMENT ANALYST

#### DRINKING WATER PROGRAM

Drinking Water Technical Programs Branch and Drinking Water Field Operations Branch

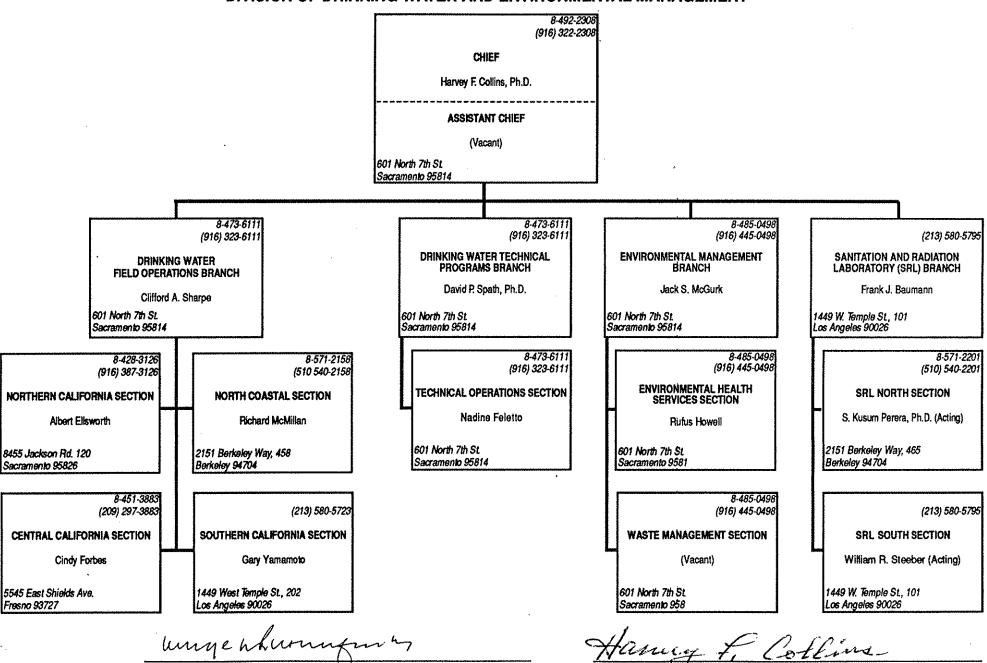


\* Indicates those offices included in this Records Retention Schedule #254

David P. Spath, Ph.D., P.E., Chief

Division of Drinking Water and Environmental Management

### CALIFORNIA DEPARTMENT OF HEALTH SERVICES PREVENTION SE, JES PROGRAM DIVISION OF DRINKING WATER AND ENVIRONMENTAL MANAGEMENT



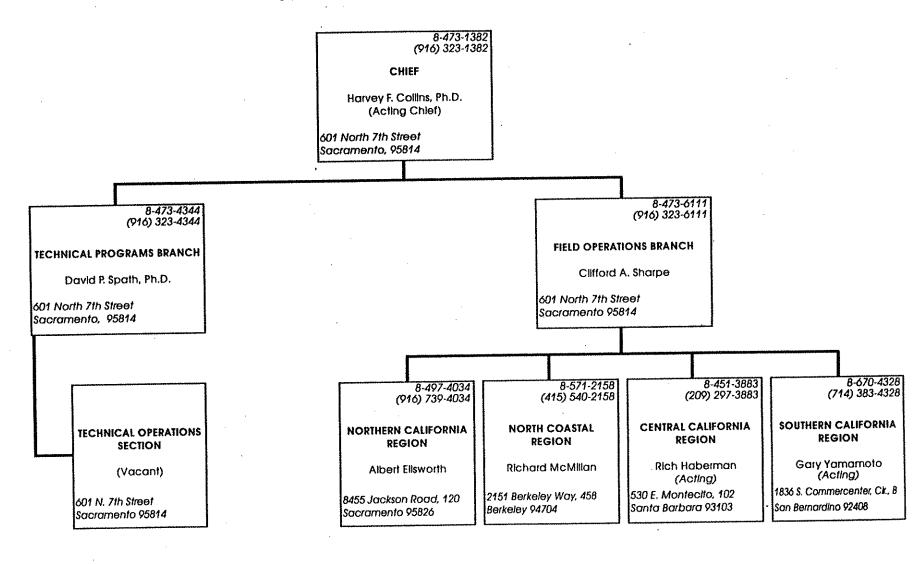
George W. Rutherford, M.D.

Deputy Director
Prevention Services

Harvey E Colles, Ph.D., Chief

Division of Drinking Water and Environmental Management

## CALIFORNIA DEPARTMENT OF HEALTH SERVICES PREVENTION SERVICES PROGRAM OFFICE OF DRINKING WATER



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George W. Rutherford, M.D. Deputy Director

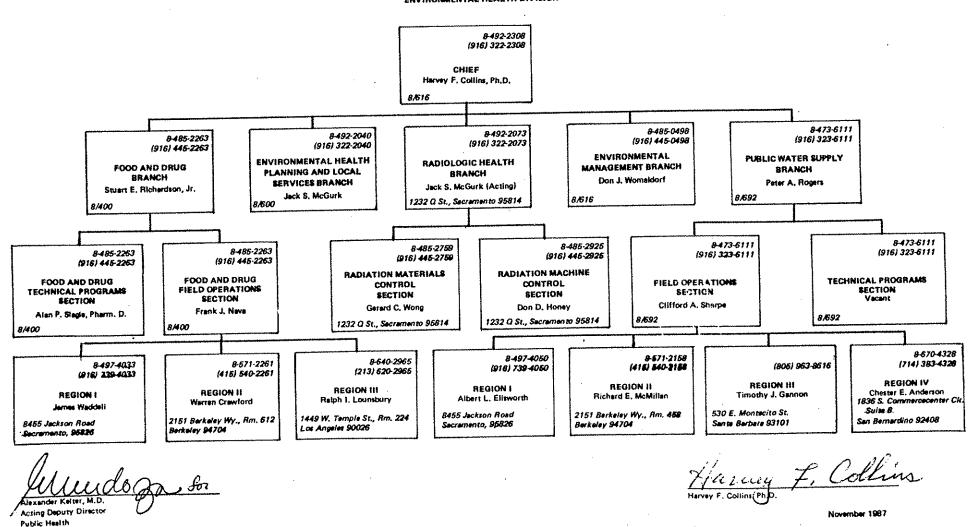
Prevention Services Program

Harvey F. Collins Ph.D.

Harvey F. Collins, Ph.D. (Acting Chief) Office of Drinking Water

January 1993

#### CALIFORNIA DEPARTMENT OF HEALTH SERVICES ENVIRONMENTAL HEALTH DIVISION



This April 1988 update is to provide current Department staff, address, and telephone changes.

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service		SCHEDULE NUMBER	254	T 11	1/12/96
ORGANIZATIONAL UI	Drinking Water Program	GS # 83082	PAGE 1		OF 13	PAGES (4)
ADDRESS (Number	Street	City)	DEPARTMENT OF G	NERAL SERVI	CES APPROVA	AL NUMBER (5)
	601 North 7th Street, MS	92, Sacramento	<u> 97.0</u>	76		

		illikilig wat	or riogram	<u>Ου</u> π ο	3002		13
See instructions on reverse	ADDRESS (Number	Street	,		City)	)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
and in SAM 1600	6	01 North 7th	Street, MS	92, Sa	crament	0	97.096
(Triple space between ARCHIVES (Triple spa	RIPTION OF RECORDS	WEDIA VITAL	RETEN	ITION SRC	TOTAL	PRA (Exempt) & IPA	REMARKS
items) USE ONLY		1 1 1	1 1	1		(16)	(17)
The Public Water S In 1993, there was a Operations Branch a Environmental Man  This Schedule is for Field Operations Br California, North C will be submitted by  MISSION STATE  The Department of safe water to Califor delivered by thousa Program (DWP) is a United States Environ  The Water Treatment water treatment plan operators and mater  The Water Treatment in California. This to the evaluation of  The Drinking Water chemicals and mate of drinking water.  The Emergency Cle loans to public wate provide a safe and of	pply Branch (Retention States and the Drinking Water Teagement.  the Drinking Water Technich (DWFOB). There are astal Section, Central Ca each region. Therefore,	checkule 151) which the Office chnical Programs re four sections lifornia, and So the DWP will little tresponsibility ocal health ager may and Federal Program (WTO) gram maintains ion of applicant (VTD) Program cation files for number of the by the control of the program (WTO) program cation files for number of the provides technical assistance cing water.	was reorganize of Drinking ms Branch wi  Branch and to within the Drouth Coastal. have a total of the State. The eet standards claws.  C) examines a certification s for certificat evaluates and approximately chnical assistan public water ers a public we to make impress	ed to the Water b ithin the headd WFOB hasepara five Record files for tion.  certifies for tion.  certifies y 250 certifies y 250 certifies y systems	Office of ecame the Division puarters so roken do the Record Cord Rete conducters agulates to the object by, safety a fies individually approximulation water treatified months in the treation of the treatio	e Drinkir of Drink ection of wn by re ds Retent intion Scl upply sys the qualit ive of Dr and reliab riduals to nately 10 eatment d dels and er system eatment a	ing Water Field — 4136 ing Water and  the Drinking Water — 4136 gion, Northern ion Schedule nedules on File.  stems provide y of water inking Water oility as set by the  operate public 000 certified  evices for sale materials related  s regarding nd distribution  des grants and
*Provide total of office and departmental							
1 10 1100 total of other and departmental							

STD, 73 (REV. 5-92)

DEPARTMENT (1)	Health Service		SCHEDULE NUMBER (2)	254	11/12	/96
ORGANIZATIONAL UN	T Drinking Water Program GS # 8308	2	PAGE 2		F 13	PAGES (4)
ADDRESS (Number	Street	City)	DEPARTMENT OF GENERA	L SERVICES	APPROVAL NU	IMBER (5)
	601 North 7th Street, MS 92, Sacran	nento	<u>97.09</u> 2	<i>(</i> ),		

		and in SAM	1000	60	)1 N	<u>orth</u>	7th Str	eet, MS	<u>8 92, Sa</u>	cramen	to	9/.094
ITEM NUMBER	FEET*	CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt) &	REMARKS
(Triple spac item	is)	ARCHIVES USE ONLY (8)	(Triple space bet	veen items)		1	OFFICE	DEPT.	SRC '	TOTAL	IPA	
(6)	(7)	(8)	(9)	T DECODDS	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
1.	3.0		AFFIRMATIVE ACTION VACANCY REPORT		P		CURRE	NT		CURRE	NT	BECOMES NON-CURRENT WHEN SUPERSEDED, REVISED OR RESCENDED.
2.	***************************************		REQUEST FOR PERSOFOLDERS/RECORDS	ONNEL ACTION	P		ACTIVE			ACTIVI	3	BECOMES NON-ACTIVE WHEN EMPLOYEE IS HIRED.
3.	10.0		AUDIT DOCUMENTS		P		7YRS			7YRS		
4.			EMPLOYEE RECORDS	5	P		ACTIVE	}		ACTIVI	E XI	BECOMES NON-ACTIVE WHEN EMPLOYEE TRANSFERS OR TERMINATES. PRA 6254; IPA 1798.40 CONFIDENTIAL DESTRUCTION (CD)
5.	5.0		RECORDS - CHANGE Established Positions (60		P		CURRE	NT		CURRE	NT	BECOMES NON-CURRENT WHEN SUPERSEDED.
6.			ATTENDANCE		P		2			2	XI	PRA 6254; IPA 1798.40, CD.
*Provide to	tal of offic	e and departn	nental									

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service		SCHEDULE NUMBER	(2) 254	11/1	2/96
ORGANIZATIONAL U	Drinking Water Program	GS # 83082	PAGE 3		OF 13	PAGES (4)
ADDRESS (Number	r Street	City)	DEPARTMENT OF GE	NERAL SERV	ICES APPROVAL I	NUMBER (5)
	601 North 7th Street, MS	92, Sacramento	97.0			

			60.	N	<u>ortn</u>	/th Str	eet, MS	92, Sa	crament	0	71.476
ITEM CUBIC NUMBER FEET*	CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	A.L.		RETEI	NTION		PRA (Exempt)	REMARKS
(Triple space between	ARCHIVES	(Triple space bety		MEC	VITAL	OFFICE	DEPT.	SRC	TOTAL	& IPA	
items) (6) / (7)	USE ONLY	(9)	10011 1101127	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
	COMPANIE CONTROL OF THE PROPERTY OF THE PROPER	DUTY STATEMENTS/ SPEC SHEETS		P		CURRE			CURRE		BECOMES NON-CURRENT WHEN SUPERSEDED.
3	ROPATA Archives	ORG. CHARTS		P		CURRE	NT		CURRE	NT	BECOMES NON-CURRENT WHEN SUPERSEDED.
9. 9.0		PROCEDURE MANUA	LS	P		CURRE	NT		CURRE	NT	BECOMES NON-CURRENT WHEN SUPERSEDED.
10. 9.0	West   States And three	CHRON		P		2			2		
11.		REORG PROPOSALS, ACTION AND CLASSI STUDIES CONFIDENT	FICATION	P		2			2	XI	PRA 6254; IPA 1798.40 CD
12.		BUDGETS		P		3			3		
13.		TRAINING		P		2			2		
14.	Stold / Neiky Assistance	MONTHLY ACTIVITY	REPORTS	P		2			2		
*Provide total of offi	ce and departn	nental									

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service		SCHEDULE NUMBER (2)	254	11/1	2/96
ORGANIZATIONAL U	Drinking Water Program GS # 830	32	PAGE 4		OF 13	PAGES (4)
ADDRESS (Number	r Street	City)	DEPARTMENT OF GENERAL	. SERVICE	S APPROVAL N	UMBER (6)
	601 North 7th Street, MS 92, Sacra	mento	97.092			

		and moan		60.	I No	orth	/th Str	eet, MS	92, Sa	crament	io oi	97.092
,	FEET *	CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt) &	REMARKS
(Triple space items	)	ARCHIVES USE ONLY	(Triple space bet	veen items)		1 1	OFFICE	DEPT.	SRC	TOTAL.	IPA	
(6)	(7)	(8)	(9)		(10) P	(11)	(12) 2	(13)	(14)	(15)	(16)	(17)
15.			CCUs (CONTROL CORRESPONDENCE I	ŧ	r		2			2	***************************************	
16.			TRAVEL		p		2			2	***************************************	
10.					-		_	·				
1.7		Hold / Helby Amissos	EARTHQUAKE/DISAS	TERS	р		5			5		
<b>7</b> .					•							
	, m											
18.	38.0	Note / Healing Archives	GENERAL INFO	and the second s	P		3			3		
18.												
				-								
1/9.	6.0	Weld / Notily Analysis	PROJECT REPORTS		P		3			3		
· · · · · · · · · · · · · · · · · · ·		Assalves										
	i											
20.			TECHNICAL LITERAT	TURE	P		CURRE	NT		CURRE	NT	BECOMES NON-CURRENT WHEN SUPERSEDED.
												SUPERSEDED.
			LEGAL	•								
21.			FEDERAL GRANTS		P		5			5		
				The state of the s								
22.	/		CONTRACTS		P		2			2		
•												
*Provide to	al of offic	e and departn	 nental									

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service		SCHEDULE NUMBER (2)	254	11/12	1/96
ORGANIZATIONAL UN	Drinking Water Progran	n GS # 83082	PAGE 5			· · · · · · · · · · · · · · · · · · ·
ADDRESS (Number	Street	City)	DEPARTMENT OF GENER	AL SERVIC	CES APPROVAL N	NUMBER (5)
	601 North 7th Street, M	S 92, Sacramento	7(01)	<u> </u>		

		and in SAM	1600	60	1 N	orth	7th Str	eet, MS	92, Sa	crament	to	2( - 476
ITEM NUMBER	FEET *	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPT		MEDIA	VITAL		RETE	NOITH	<u> </u>	PRA (Exempt)	REMARKS
(Triple space item	is)	USE ONLY	(Triple space bet	veen items)		- 1	OFFICE	DEPT.	SRC	TOTAL	IPA	44%
(6)	(7)	(8)	(9)		(10) P	(11)	(12) 1	(13)	(14)	(15) 1	(16)	(17)
23.	10.0	Tas I stably	CITATIONS				^			_		
2 <sub>4</sub> 4.	8.0	Real Mean	BILL ANALYSES/BILL		P P		3 CURRE	NT		3 CURRE	NT	BECOMES NON-CURRENT WHEN SUPERSEDED.
26.			REGULATIONS		P		CURRE	NT		CURRE	NT	BECOMES NON-CURRENT WHEN SUPERSEDED.
<b>7</b> 7.		Hold / Molling Answers	LITIGATION		P		ACTIVI +1	(1)	1	ACTIVI +2	3	BECOMES NON-ACTIVE WHEN JUDGEMENT IS REVERSED. RETAINED UNTIL NO LONGER CAN APPEAL.
28.			FEDERAL LEGISLAT	ION	P		ACTIVI +2	F.		ACTIVI +2	3	BECOMES NON-ACTIVE WHEN STATE ADOPTS CONFORMING REGULATION.
29.		Rois / Holly Archives	STATE LEGISLATION	I	P		CURRE +2	NT		CURRE +2	NT XI	BECOMES NON-CURRENT WHEN REVISED PRA 6254. (CONTAINS CORRESPONDENCE TO OR FROM THE GOVERNOR).CD IPA 1798.40
*Provide to	tal of offic	e and departm	ental							ļ		

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service		SCHEDULE NUMBER (2)	254	11	/12/96
ORGANIZATIONAL U	NIT Drinking Water Program GS	# 83082	PAGE 6		OF 13	PAGES (4)
ADDRESS (Numbe	r Street	City)	DEPARTMENT OF GENER	RAL SERVIC	CES APPROVAL N	NUMBER (5)
	601 North 7th Street, MS 92.	, Sacramento	197.09 <i>2</i>			

and in SAM 1000			601 North 7th Street, MS 92, Sacramento							91.094		
ITEM NUMBER	CUBIC FEET *	CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt) &	REMARKS
(Triple space item	e between s)	ARCHIVES USE ONLY	(Triple space bety	veen items)	1	1	OFFICE	DEPT.	SRC	TOTAL	IPA	
30.	1.0	USE ONLY	STATE MANDATED C	LAIMS	P		(12) ACTIVE +1	(13)	1	(15) ACTIVE +2	(16) Z XI	BECOMES NON-ACTIVE WHEN LEGISLATURE ADOPTS AND GOVERNOR SIGNS APPROPRIATION PRA 6254; IPA 1798.40 CD
			RECORDS MANAGE	MENT								
31.	1.0		RECORDS DESTRUCT	ION	P	***************************************	CURRE	NT	-	CURRE	NT	RETAIN TWO YEARS FROM THE DATE AUTHORIZED, THEN TWO MORE YEARS OR UNTIL AUDITED OR WHICHEVER OCCURS FIRST.
32.	<b>\</b>		RECORDS RETENTION	N SCHEDULE 1		***************************************	CURRE	NT		CURRE	NT	CURRENT UNTIL REVISED, SUPERSEDED, OR RESCINDED.
			PROGRAM RECO	<u>RDS</u>								
<i>3</i> 3.	15.0	Hold / Nothy Archives	CHIEF, TECHNICAL PROGRAMS BRANCH DAILY CORRESPOND	ENCE	P		2			2		
34.	10.0	Good / Not Augustres	CHIEF, FIELD OPERATIONS BRANC DAILY CORRESPOND		<u> </u>	***************************************	2			2		
· •.												
*Provide to	tal of offic	ce and departn	nental				-					

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service	A STATE OF THE STA	SCHEDULE NUI	MBER (2) 254	<b>1 C</b>	11/12/96
ORGANIZATIONAL UN	Drinking Water Program	GS # 83082	PAGE	7	OF 13	PAGES (4)
ADDRESS (Number	Street	City)	DEPARTMENT (	OF GENERAL SERVI	CES APPRO	OVAL NUMBER (5)
	601 North 7th Street, MS	92, Sacramento	97	<u> 192</u>		

		601 North 7th Street, MS 92, Sacramento							<u>.o</u>	97.092		
ITEM NUMBER	FEET*	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPT		MEDIA	VITAL		RETE	<u> </u>		PRA (Exempt)	REMARKS
(Triple space item	s)	USE ONLY	(Triple space bet	veen items)		1	OFFICE (12)	DEPT.	SRC	TOTAL	IPA	(17)
<u>(6)</u> 35/.	10.0	(8) Wedd / Notify Alshives	CHIEF, TECHNICAL PROGRAM SECTION DAILY CORRESPOND	ENCE (CHRON)	(10) P		2	(13)	(14)	(15)	(16)	(17)
36.	6.0		PURCHASE REQUES	rs	P	1 !	ACTIVI +1	Ε .		ACTIVI +1	3	BECOMES NON-ACTIVE AFTER REQUEST ARE RECEIVED
37.			CALSTARTS REPORT	S	P	1 1	CURRE +1	NT		CURRE +1	ТИ	BECOMES NON-CURRENT AFTER END OF FISCAL YEAR.
38.	60.0		INVOICES AND PAYN SCHEDULES - SAFE I WATER ACCOUNT (S	RINKING	М		ACTIVI +7	F		ACTIVI +7	3	ESTABLISHED BY AB 2995, 5,000 + PUBLIC WATER SYSTEMS ARE BILLED BIANNUALLY FOR ACTUAL COSTS INCURRED BY THE STATE OF CALIF. TO ADMINISTER THESE WATER SYSTEMS. BECOMES NON- ACTIVE AFTER 7 YEARS.
			SMALL WATER I		OR	DS						
39.	4.0		EDT RECORDS		M		5		2	7		PAPER; 3.5" DSHD DISKETTES
*Provide to	tal of office	i ce and departn	nental		<u> </u>	<u></u>		]				

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service	manusanumana vara erre erre erre erre erre erre err	SCHEDULI	E NUMBER (2)	254		- 11/12/96
ORGANIZATIONAL U	Drinking Water Program	GS # 83082	PAGE	. 8		OF 13	PAGES (4)
ADDRESS (Numbe	er Street	City)	DEPARTM	ENT OF GENE	RAL SERVI	CES APPROV	AL NUMBER (5)
	601 North 7th Street, MS	S 92, Sacramento	91	. U 7 :	B .		

			601 North 7th Street, MS 92, Sacrament					5 92, Sa	to	7 (		
ITEM NUMBER	CUBIC FEET **	CALIFORNIA STATE	TITLE AND DESCRIPT	ON OF RECORDS	MEDIA	VITAL		RETE	NTION	·	PRA (Exempt) &	REMARKS
(Triple spaci	e between	ARCHIVES	(Triple space betv	veen items)	Z	5	OFFICE	DEPT.	SRC	TOTAL.	IPA	
(6)	(7)	USE ONLY	(9)		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
40.			REPORTS (ELECTRO	NIC)	M		5		2	7		5.5" FLOPPY DISK, 250MB
												DATA CARTRIDGES.
41.	<b>V</b>		DOCUMENTATION (		P		2			2		
			PUBLIC WATER	SYSTEM INVEN	ТО	RY	RECC	<u>PRDS</u>				
42.	2.0		DOCUMENTATION		P		2			2		40 CODE OF FEDERAL REGULATIONS PART 141
43.			REPORTS		P		2		8	10		40 CODE OF FEDERAL REGULATIONS
43.			KLI OKIS				~		Ū	1		PART 141
			LOCAL PRIMACY	Y AGENCY DAT	A F	EC	ORDS					
44.	3.0		ELECTRONIC MEDIA		M		2			2		3.5" DSHD DISKETTES, 90MB
45.			PAPER DATA ENTRY	RECORD	M		2			2		FLOPPY DISK 250MB DATA
	***************************************							Valentinia de la companya del companya de la companya del companya de la companya				CARTRIDGES
· - *												
*Provide to	tal of offic	ce and departn	nental				<u> </u>					

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service	S	CHEDULE NUMBER (2)	254	11/	12/96
ORGANIZATIONAL UNI	Drinking Water Program GS # 83082	P	AGE 9		OF 13	PAGES (4)
ADDRESS (Number	Street 601 North 7th Street, MS 92, Sacrame	"	EPARTMENT OF GENER	ALSERVICE	ES APPROVAL N	UMBER (5)

			601 North 7th Street, MS 92, Sacramento						0			
ITEM NUMBER	FEET *	CALIFORNIA STATE	TITLE AND DESCRIPTION	ON OF RECORDS	MEDIA	VITAL		RETE	NOIT		PRA (Exempt)	REMARKS
(Triple space	ə between s)	ARCHIVES	(Triple space between	en Items)			OFFICE	DEPT.	SRC	TOTAL	IPA	
(6)	(7)	USE ONLY	(9)		(10)	(11)		(13)	(14)	(15)	(16)	(17)
46.	16.0		REPORTS/PRINTOUTS		P		2		23	25		40 CODE OF FEDERAL REGULATIONS PART 141
4.77	4.0		BILLING DATA SY		M		7			7		3.5" DSHD DISKETTES,
47.	4.0		ELECTRONIC MEDIA		IVI					/		5 1/4" 90MB FLOPPY DISK
48.	OF HEREFORE STANSFER		SYSTEM DOCUMENTA	ATION	P		ACTIVE	C+1		ACTIVE	E +1	BECOMES NON-ACTIVE WHEN SYSTEM IS NO LONGER A SYSTEM.
49.	The property of the control of the c		PROCESS TRACKING I	RECORDS	P		7			7		AB 2295
50.	. Concession		REPORTS		Р		7			7		AB 2295
5 <b>y</b> .	10.0	Achi / Noting Atching	DRINKING WATER PR AND SMALL WATER S		M	l	ACTIVE +1			ACTIVI +1	3	BECOMES NON-ACTIVE WHEN SYSTEM IS NO LONGER A SYSTEM.
52.	18.0	ficial / Notify Ambieros	CHIEF, MONITORING A EVALUATION UNIT DAILY CHRONILOGIC CORRESPONDENCE F	AL AND	P		2			2		CHEMICAL ANALYSIS, STATION LOCATION, CONTRACT FORMS AND LABORATORY FILES.
*Provide to	tal of offic	e and departn	nental									

STD. 73 (REV. 5-92)

See instructions on reverse

DEPARTMENT (1)	Health Service		SCHEDULE	NUMBER (2)	254	11/1	2/96
ORGANIZATIONAL UI	Drinking Water Program	n GS # 83082	PAGE	10		OF 13	PAGES (4)
ADDRESS (Number	Street	City)		NT OF GENER	RAL SERVIC	ES APPROVAL N	UMBER (5)
	601 North 7th Street, M	S 92, Sacramento	97	09	5		

ITEM NUMBER FEET * STATE ARCHIVES (Fiple space between liters) (9) (11) (12) (13) (14) (15) (16) (17) (17)	
(6) (7) USE ONLY (9) (10) (11) (12) (13) (14) (15) (16) (17)  WATER TREATMENT OPERATOR CERTIFICATION	
WATER TREATMENT OPERATOR CERTIFICATION	
(WTOC) RECORDS	
53. 82.0 OPERATOR CERTIFICATION P ACTIVE BECOMES NON-ACTIVE WHEN CERTIFICATE IS REVOKED.	
54. 2.0 RENEWAL FILES P ACTIVE +2 BECOMES NON-ACTIVE AT ENI-	•
55. 30.0 APPLICATIONS P ACTIVE ACTIVE BECOMES NON-ACTIVE 12 MOI AFTER NEW REGS TAKE EFFE	
56. 3.0 EXAMS  P  ACTIVE H6 MO  ACTIVE BECOMES NON-ACTIVE AT END OF NEXT EXAM CYCLE	•
WATER TREATMENT DEVICE CERTIFICATION (WTDC) RECORDS	,
57. 35.0 DEVICE CERTIFICATION P ACTIVE BECOMES NON-ACTIVE WHEN CERTIFCATE IS REVOKED  DRINKING WATER ADDITIVES (DWA) PROGRAM	
DRIINING WATER ADDITIVES (D WA) I ROGRAM	
7.0 DRINKING WATER ADDITIVES P ACTIVE +2 BECOMES NON-ACTIVE WHEN LISTING IS REVOKED	
*Provide total of office and departmental	

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service	SCHE	DULE NUMBER (2)	254	Ε,	11/12/96
ORGANIZATIONAL UN	Drinking Water Program GS # 8308	2 PAGE	11		OF 13	PAGES (4)
ADDRESS (Number	Street 601 North 7th Street, MS 92, Sacran	of the state of th	RTMENT OF GENER	RAL SERVIC	ES APPRO	OVAL NUMBER (5)

		and in SAM	601 North 7th Street, MS 92, Sacramento							:O	97.092	
ITEM NUMBER	FEET *	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPT	Α'	MEDIA	VITAL			NTION		PRA (Exempt) & IPA	REMARKS
(Triple space item	s)	USE ONLY	(Triple space bety	veen items)			OFFICE	DEPT.	SRC	TOTAL.		
(6)	(7)	(8)	EMERGENCY CL	TO A INT. XX7 A OPTICION CX1		(11)	(12)	(13)	(14)	(15)	(16)	(17)
59.	6.0		ECWG FUND		KA!		ACTIVE +2			ACTIVI +2	3	BECOMES NON-ACTIVE WHEN CONTRACT IS COMPLETED.
			PUBLIC WATER	SYSTEM FILES	FO:	RE	PA					
60.	6.0		ANALYTICAL RECOR THAN MICROBIOLOG CONTAMINANTS		M		12			12		3.5" DSHD DISKETTS 40 CODE OF FEDERAL REGULATIONS PART 141
61.			INVENTORY		M		12			12		40 CODE OF FEDERAL REGULATIONS PART 141
62.			OTHER PER CODE OF REGULATIONS 142.14		M		12			12		CODE OF FEDERAL REGULATION
63.			WAIVER DETERMINA	ATIONS	M		CURRE	NT +1		CURRE	NT +1	BECOMES NON-CURRENT AFTER NEW DETERMINATION
64.	Table 1		MONITORING REQUI	REMENTS	M		CURRE	NT +1		CURRE		BECOMES NON-CURRENT AFTER NEW REQUIREMENTS.
65/ *Provide to	tal of offic	Archives  Archives  ce and departm	ASBESTOS REPEAT N DETERMINATIONS Sental	IONITORING	M		CURRE	NT +1		CURRE	NT +1	BECOMES NON-CURRENT AFTER NEW DETERMINATIONS
		4										

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service	***************************************	SCHEDULE NUMBER (2)	254	11/	- 12/96
ORGANIZATIONAL UN	Drinking Water Program GS #	83082	PAGE 12	:	OF 13	PAGES (4)
ADDRESS (Number		City)	DEPARTMENT OF GENE	RAL SERVICE	S APPROVAL N	UMBER (5)
	601 North 7th Street, MS 92, S	acramento	<u> </u>	6	·	

and in SAM 1600			6	01 N	orth	7th Str	eet, MS	97.092						
ITEM NUMBER	FEET *	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECOR		MEDIA	VITAL	RETENTION (Ex					REMARKS		
(Triple spac item (6)	e between is)   (7)	LICEONIV	(Triple space betw	veen items)		(11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL. (15)	IPA (16)	(17)		
<sup>(6)</sup> 66.			ACRYLAMIDE AND			"		110/	(14)		(10)			
	<b>V</b>		EPICHLOROHYDRIN (	CERTIFICATION	М		12			12		40 CODE OF FEDERAL REGULATION PART 141		
TOTA	L 429.0													
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		navarantament de la constitución								***************************************				
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	***************************************	Language Control of Co				,								
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*Provide to	tal of offic	 ce and departn	l nental					<u> </u>						

STD. 73 (REV. 5-92)

DEPARTMENT (1)	Health Service	SCHEDULE NUMBER (2) 254	11/12/96
ORGANIZATIONAL UNIT	Drinking Water Program GS# 83082	PAGE 13	OF PAGES
ADDRESS (Number 601	Street City) North 7th Street, MS92, Sacramento	DEPARTMENT OF GENERAL SERV	VICES APPROVAL NUMBER (5)

					OUT NOTE IT THE SCIENCE, MO72, Sacrame						1100					
ITEM NUMBER	FEET *	CALIFORNIA STATE	TITLE AND DES	CRIPTI	ON OF REC	ORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt)		REMARKS	
(Triple space between ARCHIV		ARCHIVES	CHIVES (Triple space between		ween items)		Ī	>	OFFICE	DEPT,	SRC	TOTAL	IPA	·		
(6)	(7)	USE ONLY (8)		(9)			(10)	(11)	(12)	(13)	(14)	(15)	(16)		(17)	·
Summary	of ch	nanges										mentavorum aatavum makka mulmum maka				
This RF	S rev	ses RRS 8	8-99, dated	2-24-	88. Item	n numbe	· c	nan	ges ar	e as f	ollows			-		•
88-99	New_	RRS	88-99 Ne	w RRS	;	88-9	<b>)</b>	N	ew RRS						•	
1		4,35	21 28			41		3	4							
2	14		22 29													
3	*	j	23 30													•
4		34,35	24 8													
5	10		25 **													
6	10		26 1													
7	15		27 6									ļ				
8	*		28 7													
9 .	36		29 4		+ .											
10	36		30 10													
11	12,3	<b>\$</b> 7	31 13		+ .											
12	*		32 16													
13	21		33 9													
14	24		34 9													
15	*		35 **													
16	*		36 **													
17	*		37 31							STATE AND ADDRESS OF THE PARTY					**	
18	28		38 32							400-944-444						
19	29		39 34							~~~						
20	26,2	7	40 34							****					e.	
* India	ates i	items no	onger requir	a d						Name + + + + + + + + + + + + + + + + + + +						
			longer requi		hich wil	l he el	in	had	to St:	ata Ar	chives					
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*Provide total of office and departmental																